

CHARLES STURT
UNIVERSITY



CSU Honours SCF Exemptions

Guidelines for 2009

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1 PREAMBLE

Charles Sturt University offers meritorious students the opportunity to further their study through an Honours degree. An Honours degree is an intense year that aims to enhance a student's independent thinking, communication skills and further specialization of students in their field of interest.

Having an Honours degree can be a big advantage in the competitive job market showing employers that you have higher level critical writing and research skills. It is also the main pathway towards research degrees at the Master or Doctorate levels.

Charles Sturt University (CSU) is able to offer 10 Honours students per Faculty an SCF (Student Contribution Fee) exemption, to assist students in this worthwhile endeavour.

2 DEFINITION

- 2.1 Students enrolled in a Commonwealth supported unit of study are typically required to pay a Student Contribution Fee (SCF) to the Australian Government to contribute to the cost of their education.
- 2.2 Higher Education Providers can elect to waive this SCF under certain circumstances.
- 2.3 Charles Sturt University (CSU) has elected to waive the SCF for 10 Honours students per Faculty for 2009.

3 POLICY

- 3.1 To apply for an Honours SCF Exemption a student must submit an application form to CSU.
- 3.2 Honours SCF Exemption applications are assessed by representatives from each Faculty.
- 3.3 If a Faculty wishes to nominate more than 10 students for an Honours SCF Exemption, the request must be submitted from the Dean of the Faculty to the DVC (Academic) in writing.
- 3.4 An Honours SCF Exemption is applicable for the duration of a student's Honours course of study.

4 ELIGIBILITY CRITERIA

To be eligible for a CSU Honours SCF Exemption in 2009 a student must, by the HECS census date in Autumn (1st) session:

- 4.1 be enrolled as a part time or full time student in an Honours HECS-HELP course at CSU in 2009.

5 HONOURS SCF EXEMPTION OFFER PROCESS

5.1 Application

- 5.1.1 To be selected for a CSU Honours SCF Exemption students are required to complete an application form.

5.2 Selection

- 5.2.1 Selection for CSU Honours SCF Exemptions will be a competitive process based on information provided as part of the application form.

5.3 Notification

5.3.1 CSU will make CSU Honours SCF Exemption offers in writing directly to the student.

5.4 Honours SCF Exemption Offer

5.4.1 A CSU Honours SCF Exemption offer is made on the condition that the student meets the CSU Honours SCF Exemption eligibility criteria as at the HECS Census date of semester of offer.

5.4.2 The offer will include:

- a) CSU Honours SCF Exemption Acceptance Form; and
- b) The terms and conditions of the exemption as set out paragraph 8 of these Guidelines.

6 DEFERMENT / SUSPENSION

6.1 CSU Honours SCF Exemption recipients who defer their studies will have their exemption withdrawn and the student will need to reapply for the exemption when they resume their studies.

7 PROVISION OF FALSE INFORMATION

If CSU knows or has reason to believe that a CSU Honours SCF Exemption recipient has provided false or misleading information to CSU in relation to a CSU Honours SCF Exemption, CSU will immediately:

- a) Provide the student with an opportunity to explain; and
- b) Re-assess the student's entitlement to a CSU Honours SCF Exemption.

8 TERMS AND CONDITIONS

8.1 Upon receipt of a CSU Honours SCF Exemption students agree to fulfil all requirements as set out in these Guidelines.

8.2 In submitting a signed CSU Honours SCF Exemption Acceptance Form students consent to the University accessing the student's records for the purposes of assessing and administering the CSU Honours SCF Exemptions.

9 PRIVACY

Personal and health information provided for the administration of CSU Honours SCF Exemption program is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).

The information collected will only be used by authorised staff to assess eligibility and administer the CSU Honours SCF Exemptions. The information collected may also be used for assessment purposes for other scholarships and equity programs where permission is given by the applicant. Students should be aware that they provide information of their own free will.

Personal and health information provided by the applicant will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the applicant's consent, except where the University may be legally required to do so.

Applicant files will be held in a secure office or filing cabinet which is accessible only to authorised employees and will be kept for the appropriate legal time limit and then destroyed.

Students may access their personal and health information to ensure that it is accurate, relevant to the purpose for which it was collected, not misleading, incomplete or out-of-date. Students may also ask a Student Equity Officer to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things students should contact one of the Student Equity Officers.

Students dissatisfied with the way a Student Equity Officer has handled their personal or health information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

10 AMENDMENTS

Amendments may be made to these guidelines from time to time, by the CSU Honours SCF Exemption Management Committee consisting of the Deputy Vice-Chancellor Academic, the Deputy Vice-Chancellor Administration and the Executive Director of the Division of Student Services (or nominees).

11 VERSION CONTROL

Date	Version	Author	Description / Amendments
Jan 23 2009	1.1	Vicki Pitcher	First version of guidelines for introduction of Honours SCF Exemptions

Approved	Deputy Vice-Chancellor (Academic)	Assigned review period	Yearly
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